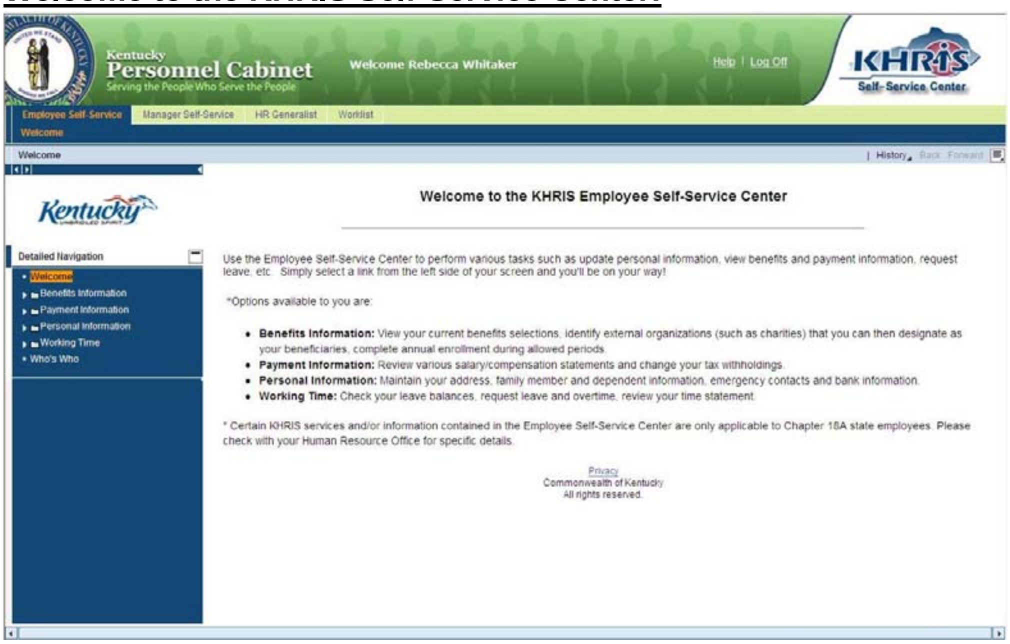
-KHRIS Self-Service Center-
Employee & Manager Self-Service Demonstration

Welcome to the KHRIS Self-Service Center! The following is a high-level demonstration that provides a sneak-peek of what is coming at Go-Live for employees through Employee Self-Service (ESS) and for managers through Manager Self-Service (MSS). The purpose is to provide an overview.

Accessing the KHRIS Self-Service Center:

Enter your user ID and password and click [Log on]. Upon your first log on and then every January, you will be required to review and accept the terms of the user agreement (not shown).

Welcome to the KHRIS Self-Service Center:

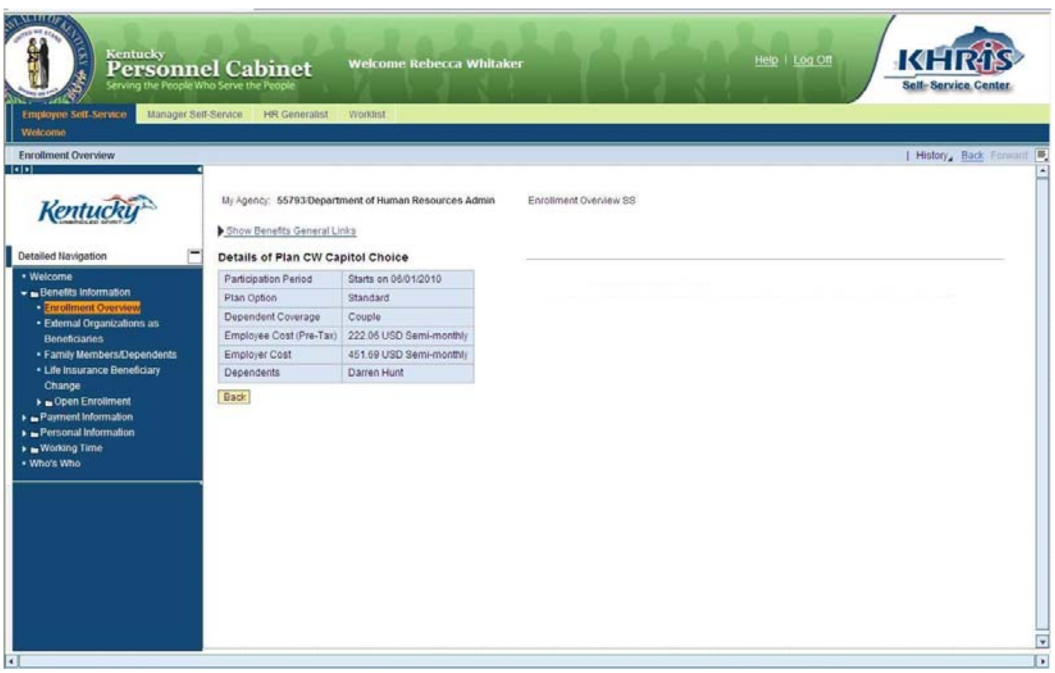


Upon logging in, Commonwealth paid employees will default to the Employee Self-Service tab/screen. If you wish to perform other functions, select a different tab, shown on the left. (Tabs shown upon log on will be dependent upon the role you have been assigned.)

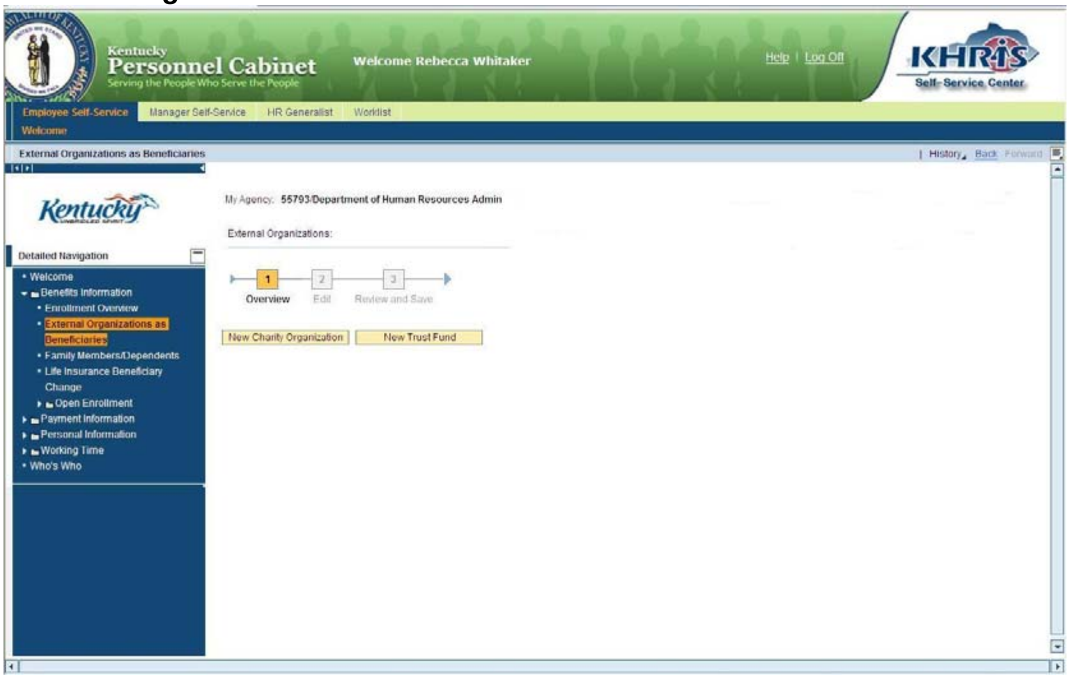
Employee Self-Service:

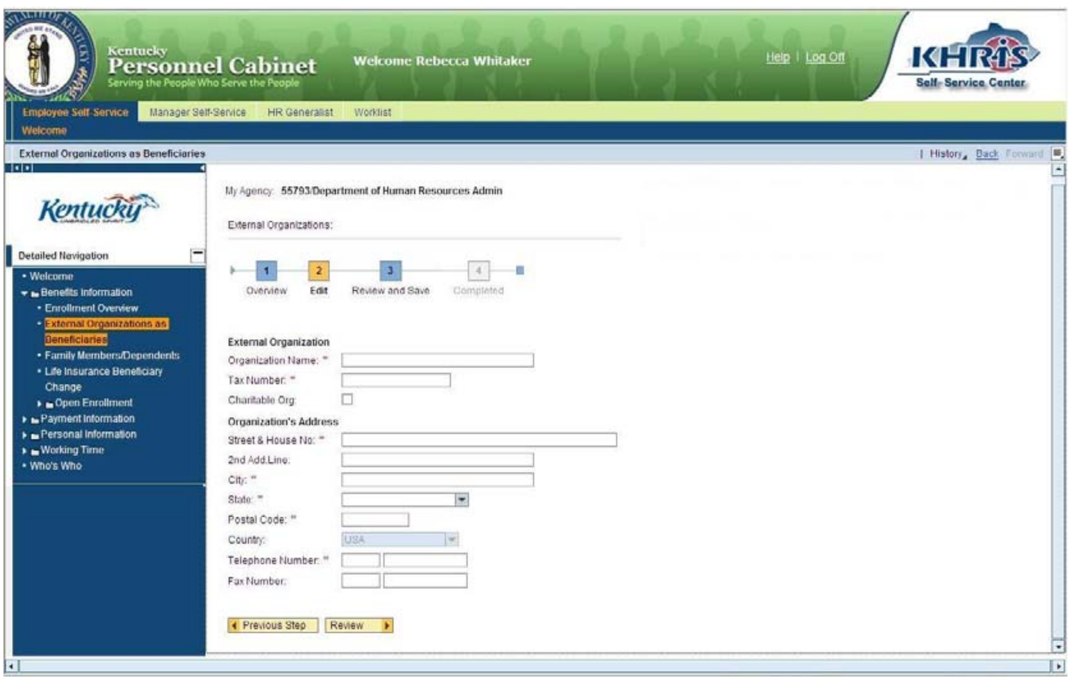
Available functions are listed on the left side of the screen. Click on the arrow to the left of the 'folder', such as [Benefits Information] and a list of available functions/tasks will appear below.

Benefits-
Enrollment Overview:



External Organizations as Beneficiaries:



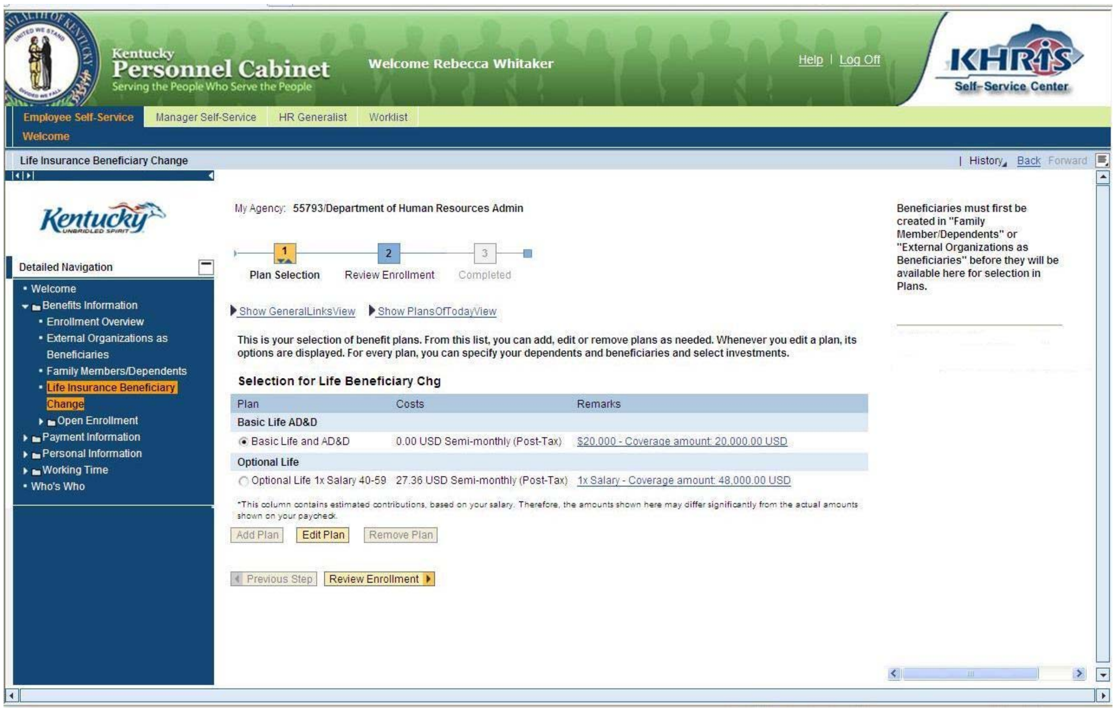


If you wish to designate *non*-family life insurance beneficiaries (such as a church, charity, or other organization) you can do so here.

Family Members/Dependents:

This is the same screen as shown under [Personal Information]. Any information entered here will also be seen under that screen.

Life Insurance Beneficiary Change:

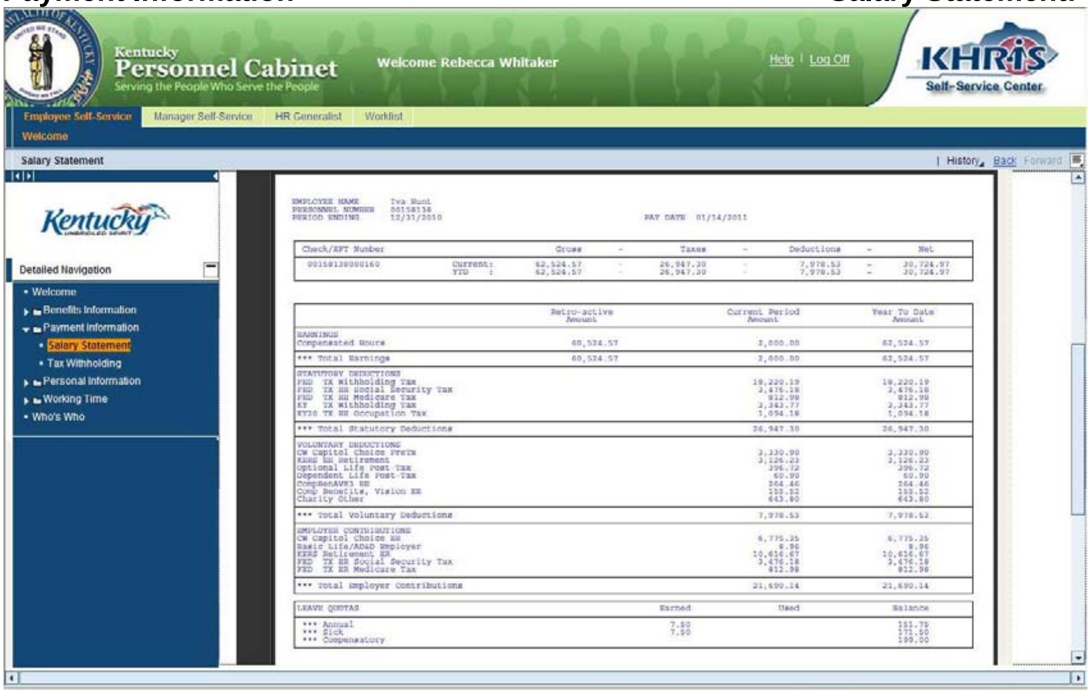


As explained above, you must first enter family members/dependents and beneficiaries on the above screen, but once you do so you will come here to actually attach them to your plan.

Open Enrollment: This link will only be available during open enrollment.

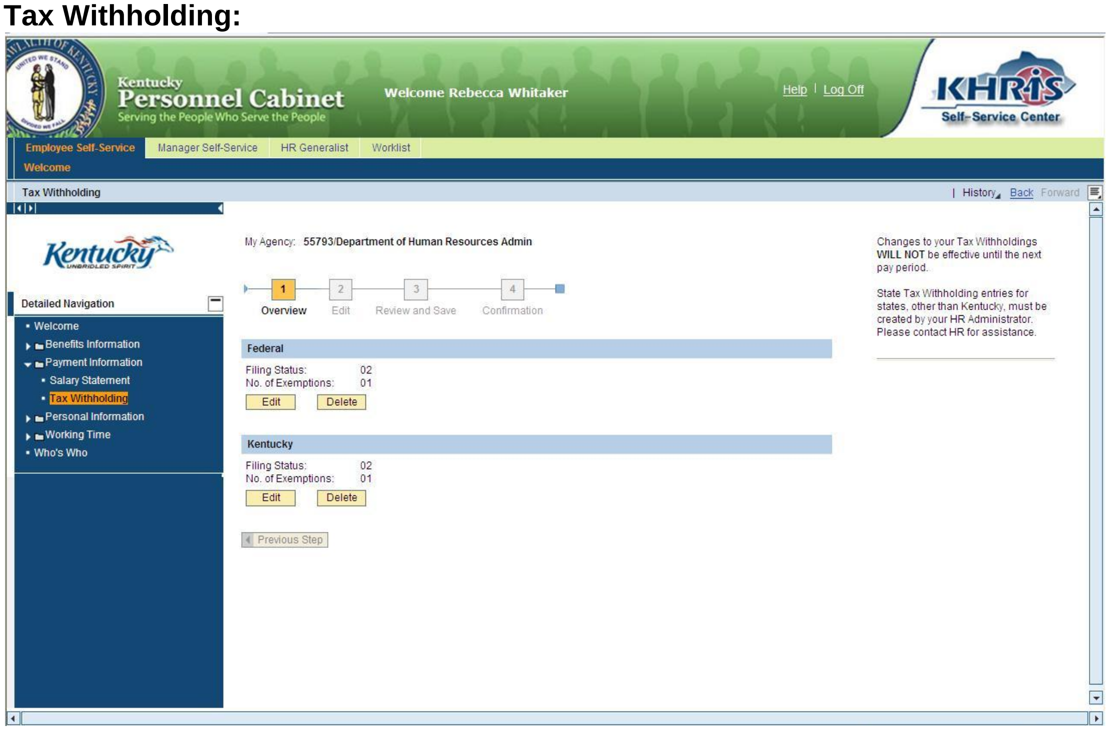
New Hire Enrollment: This link will only be available for a limited amount of time after an employee is hired.

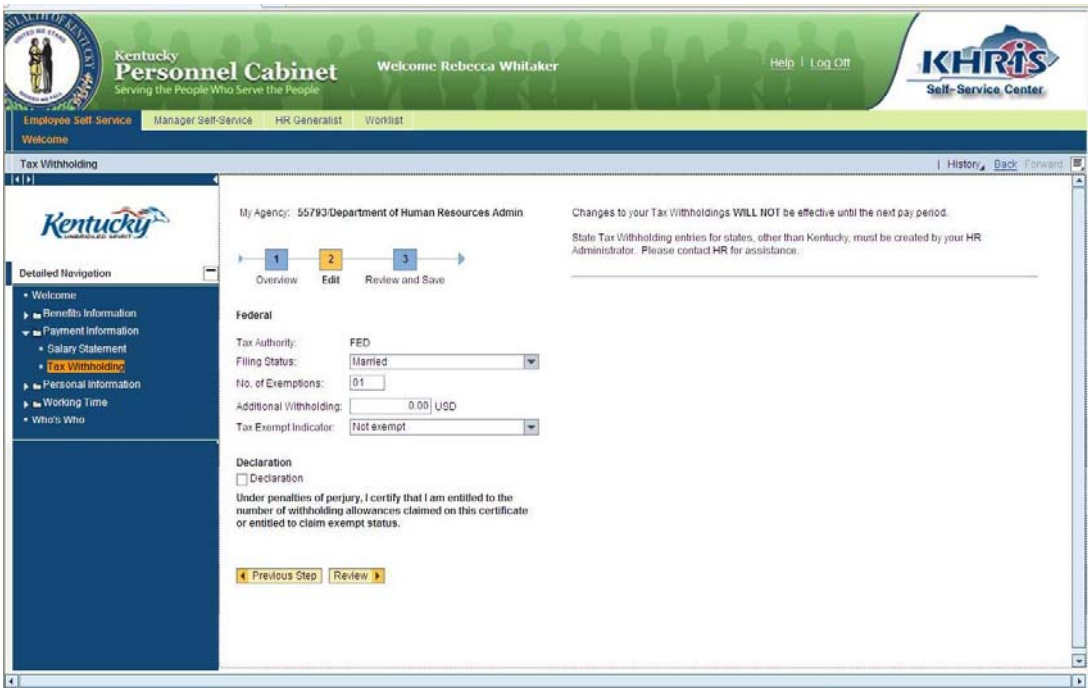
Payment Information- Salary Statement:



This screen shows a check stub. Here, you can access your current and past statements as well as save and copy them. If you click on [Overview] it will also provide you a list of your most recent payments showing the gross and net earnings of each. FYI: Direct deposit users will have the option of discontinuing their receipt of paper check stubs through the [Bank Information for Direct Deposit] screen and can use this statement instead.

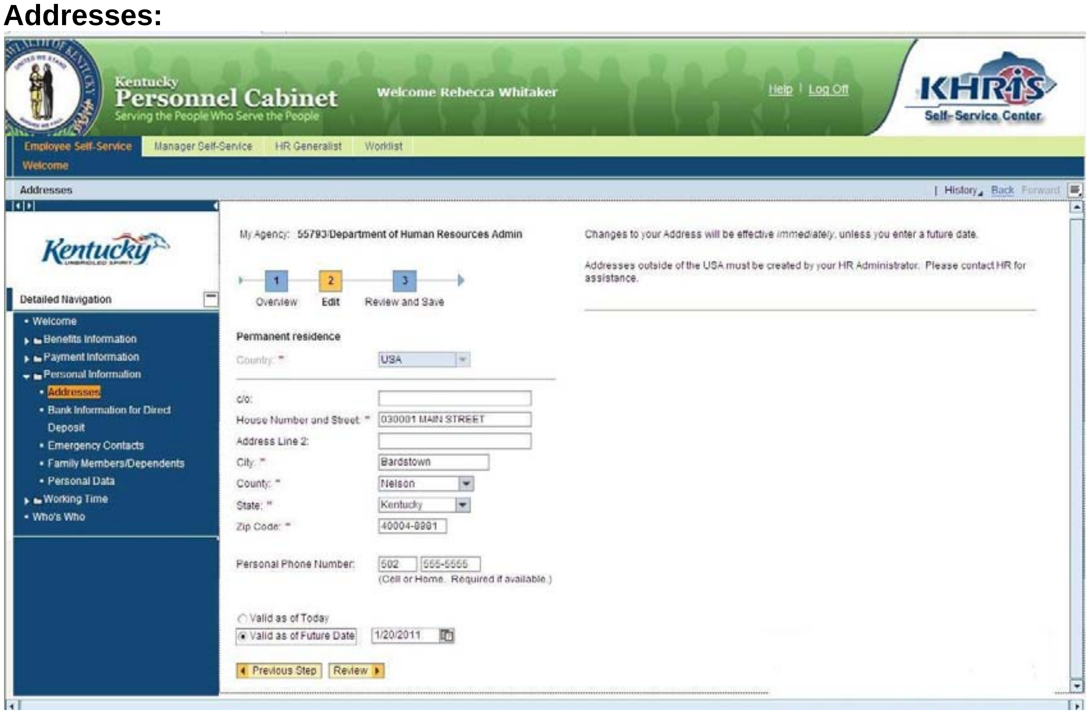
Tax Withholding:





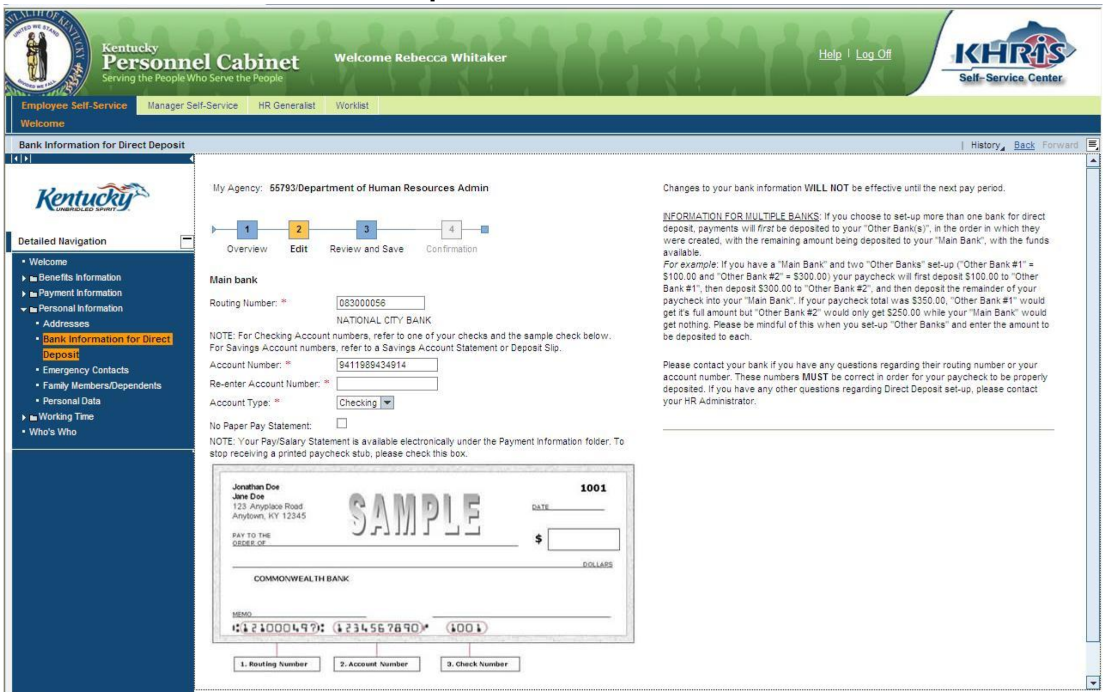
This screen allows you to make changes to your filing status, number of exemptions, and enter additional withholdings for both federal and Kentucky state tax withholdings. Note: For state withholdings other than Kentucky, you must contact your human resources administrator.

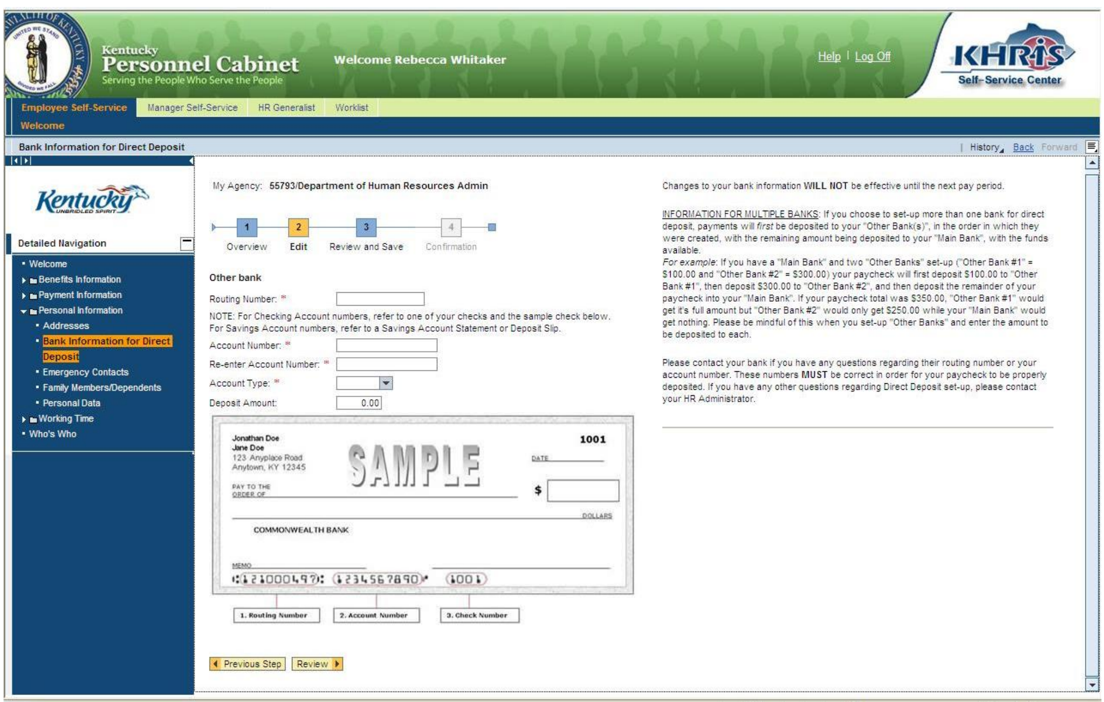
Personnel Information-
Addresses:



Here you can change your current address and even enter a future address for planned moves.

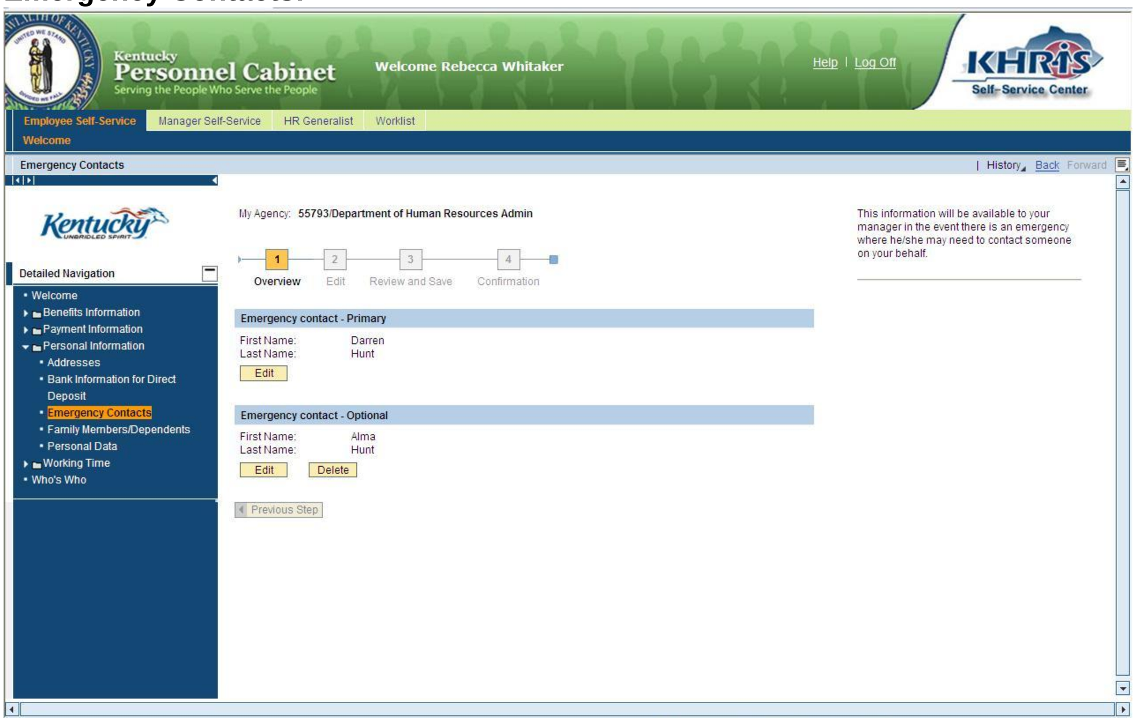
Bank Information for Direct Deposit:

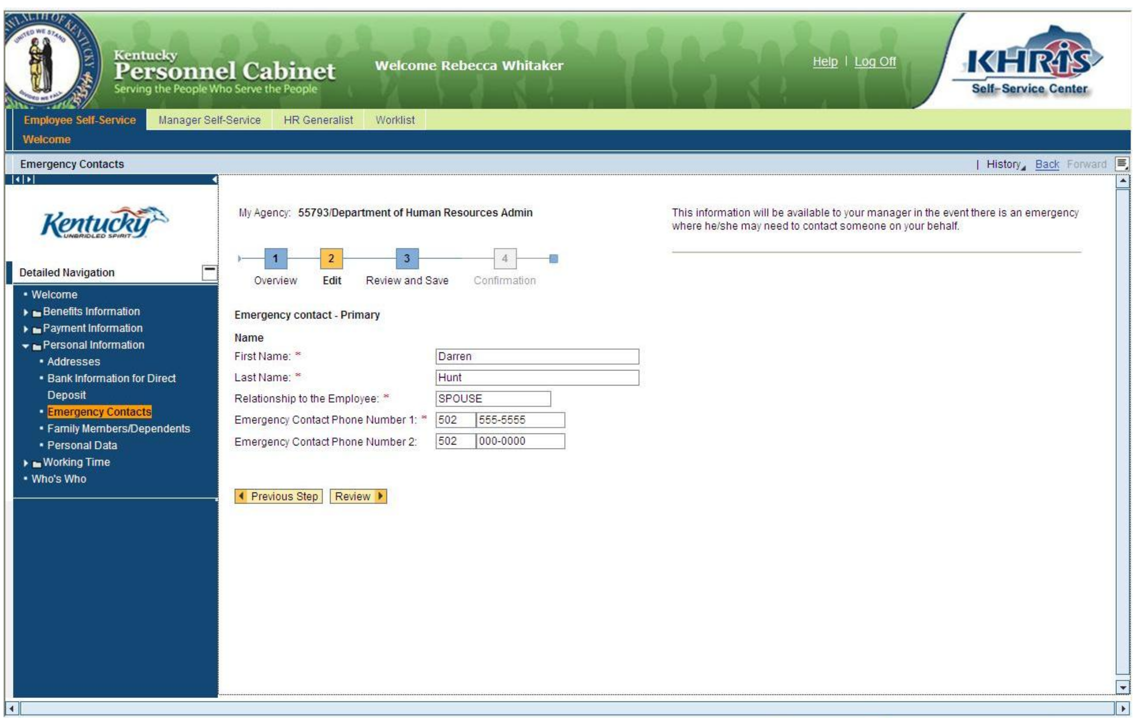




Bank information for current direct deposit users will be converted to KHRIS and will be visible upon their initial log-on. Those who wish to enroll after go-live will come to this screen to do so. Here, employees will be able to set up additional accounts for direct deposit or discontinue receipt of paper check stubs, as explained above with the salary statement.

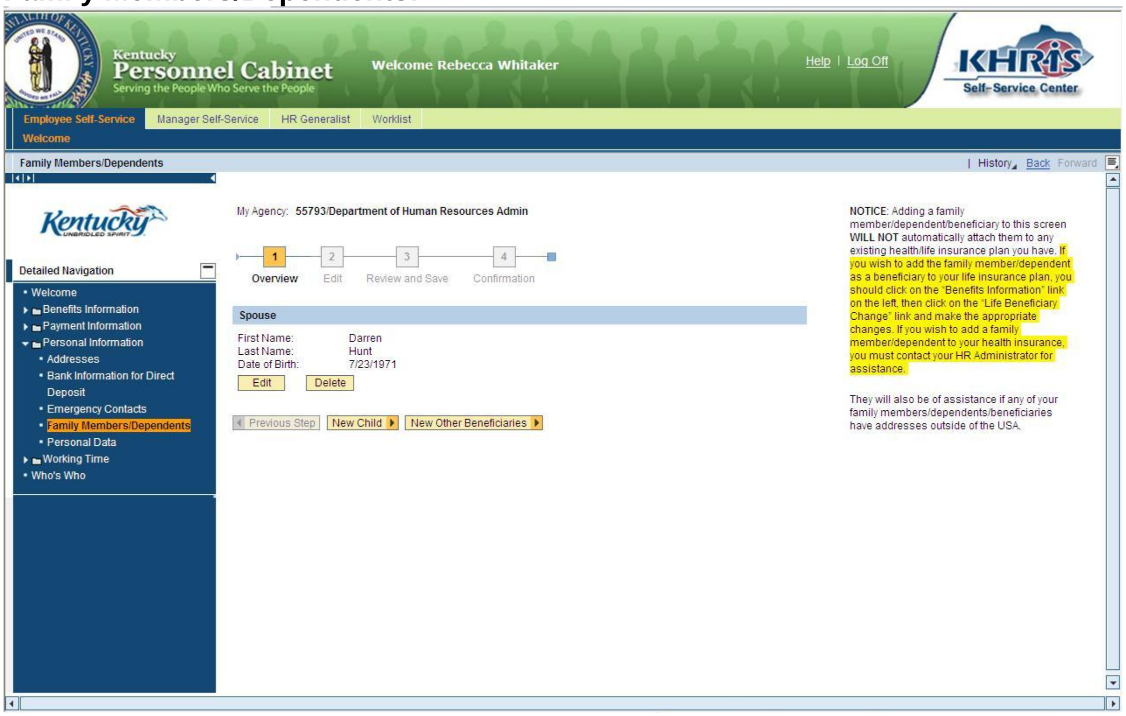
Emergency Contacts:

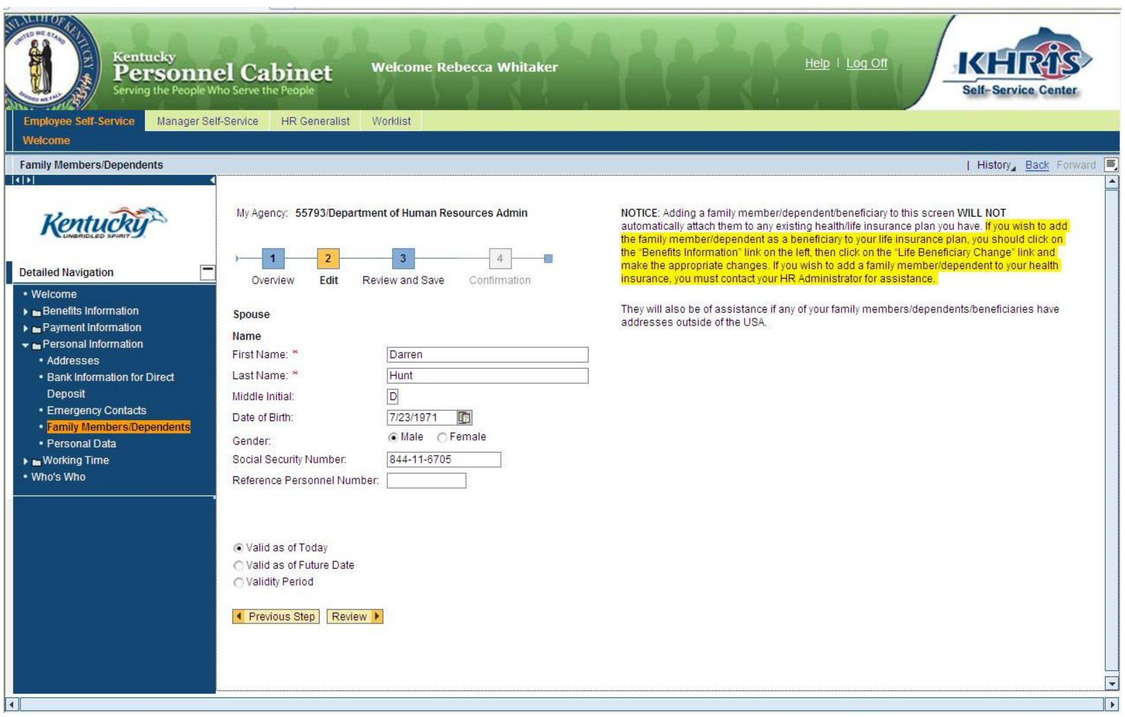




On this screen employees will be able to list up to two emergency contacts which will be visible to managers through MSS in case of an emergency.

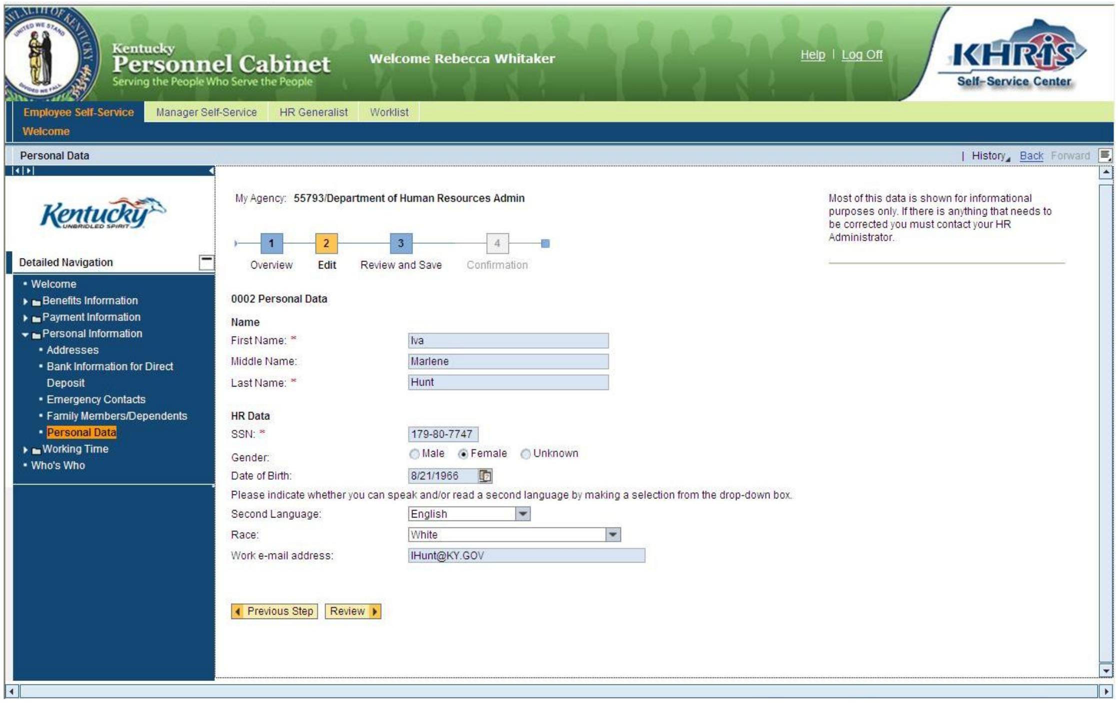
Family Members/Dependents:





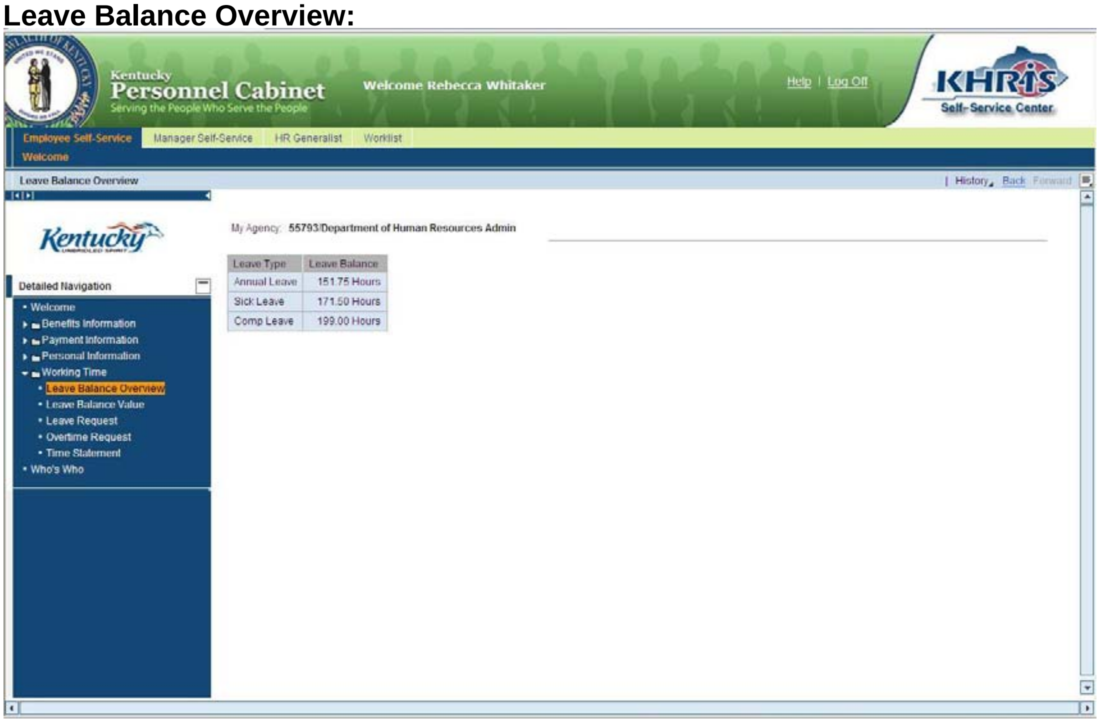
Add family members/dependents and beneficiaries here as a *first step* in adding them to your health/life insurance policy. However, please know that this WILL NOT actually add them to an existing plan. If you wish to add the family member/dependent as a beneficiary to your life insurance plan, click on [Life Beneficiary Change] to do so. If you wish to add them to your health insurance, you must contact your human resource administrator for assistance.

Personal Data:



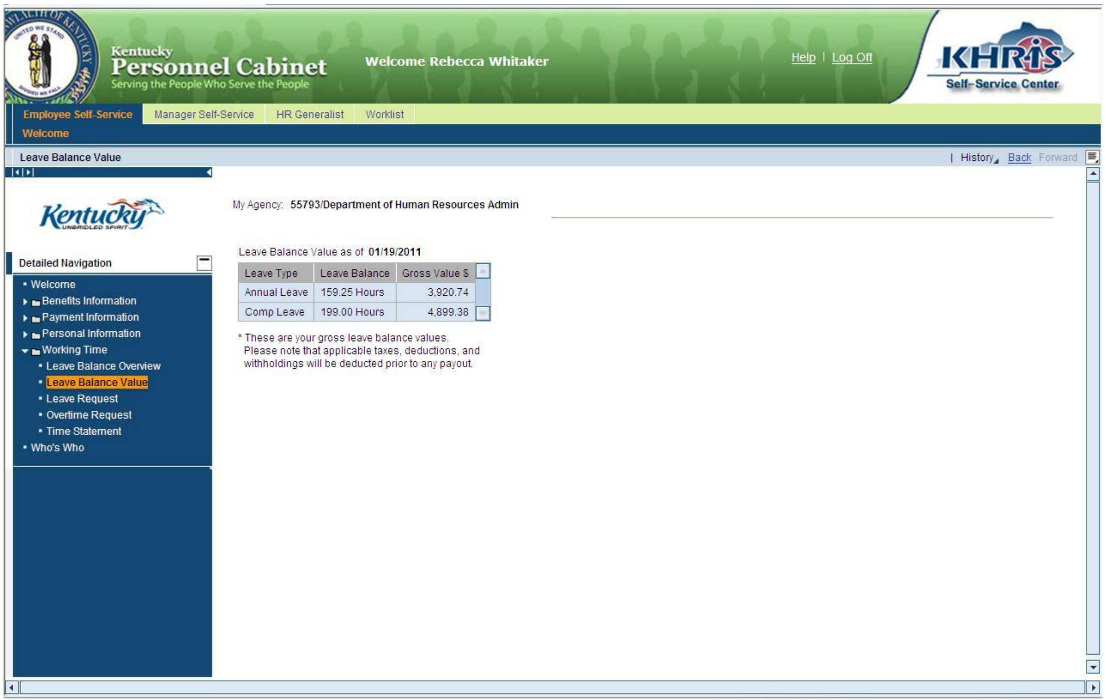
Most of the data on this screen is view only except for Second Language and Race. Any corrections to the 'view-only' data will have to be done through a human resource administrator.

Working Time-
Leave Balance Overview:



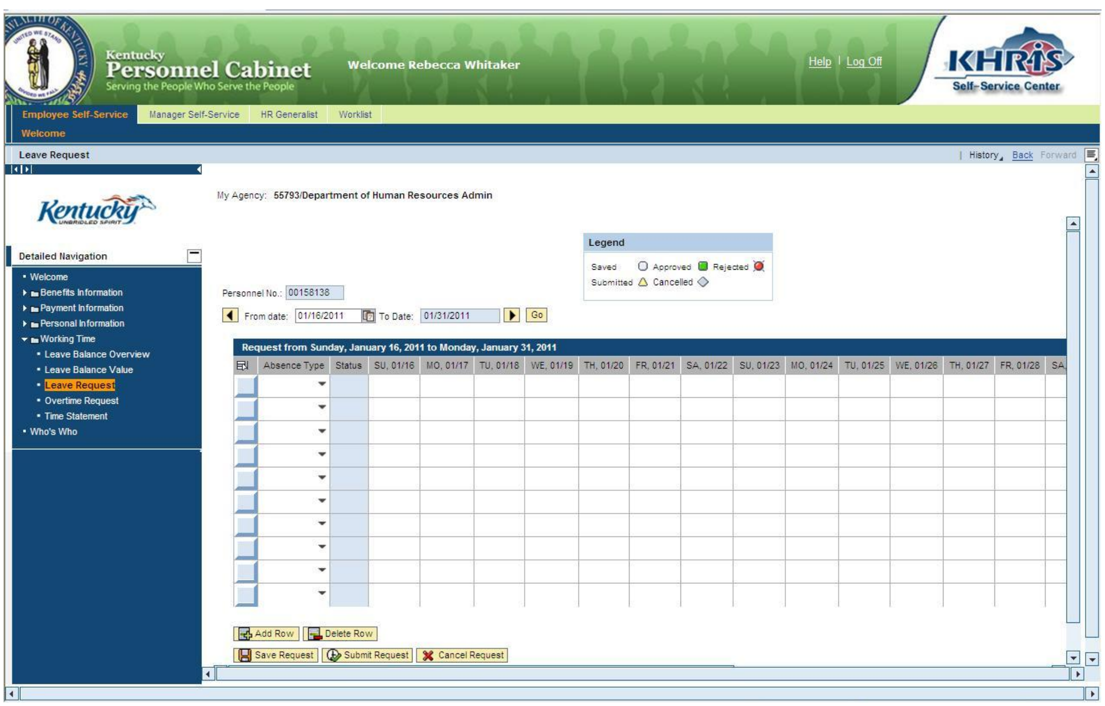
This screen shows the employee's balances for annual, sick, and compensatory leave.

Leave Balance Value:



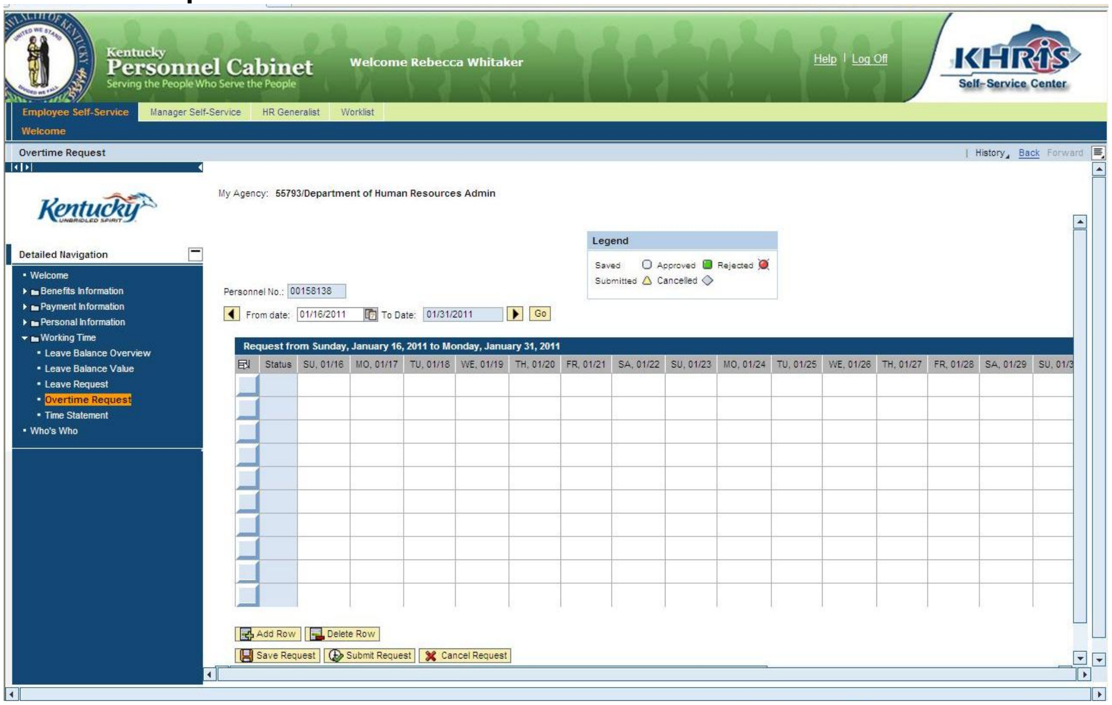
This screen shows the monetary gross value of an employee's annual and compensatory leave. Exact amounts must be requested through a human resource administrator. This will assist with pay-out planning.

Leave Request:



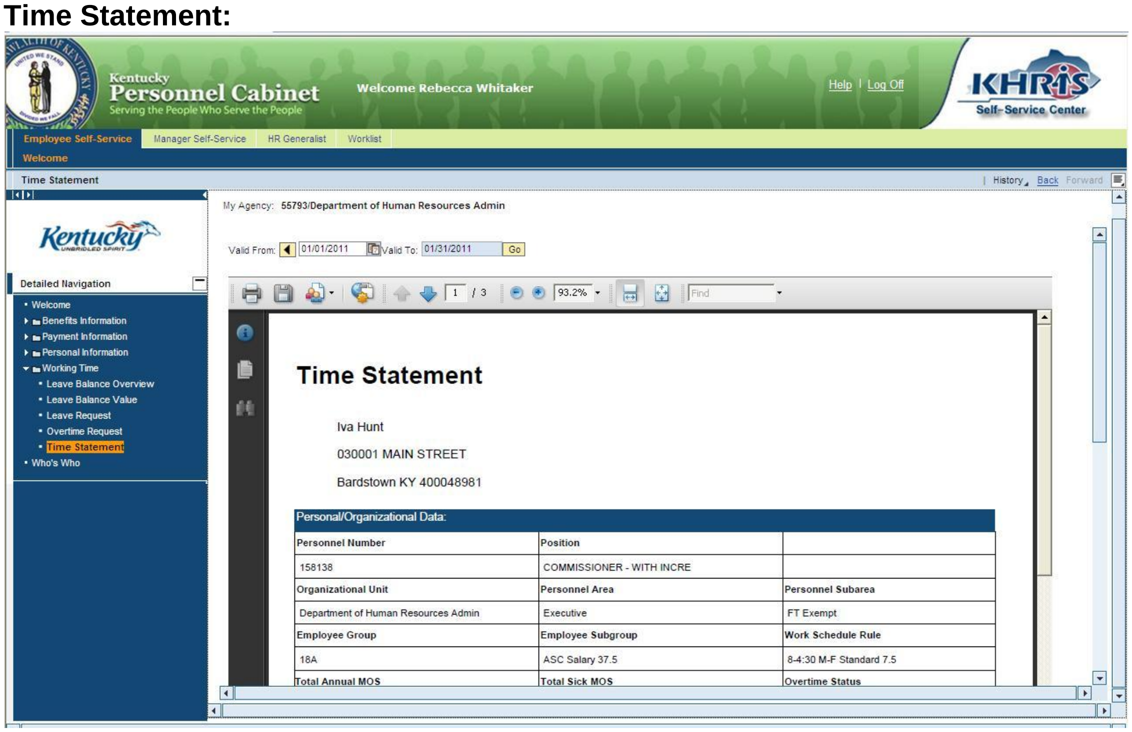
This form is used to request future leave. Once submitted, it will route to the manager and appear in their worklist for review. Approval/denial will return to the employee through the system and will have color coding to reflect the manager's decision.

Overtime Request:



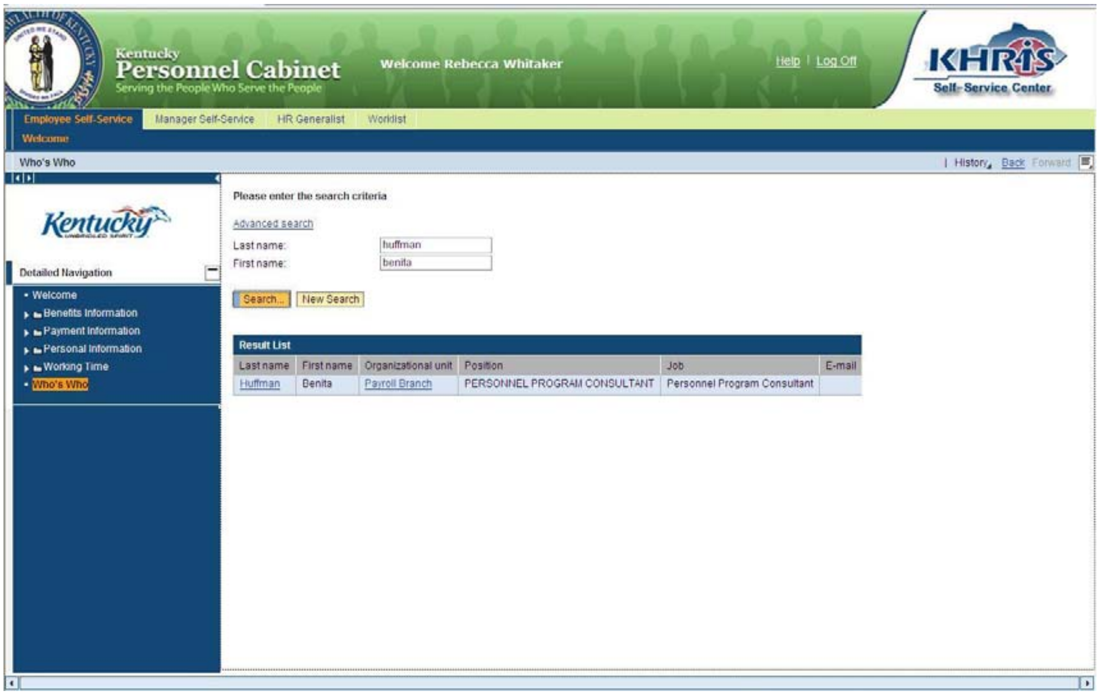
This form is used to request overtime and is routed the same as above.

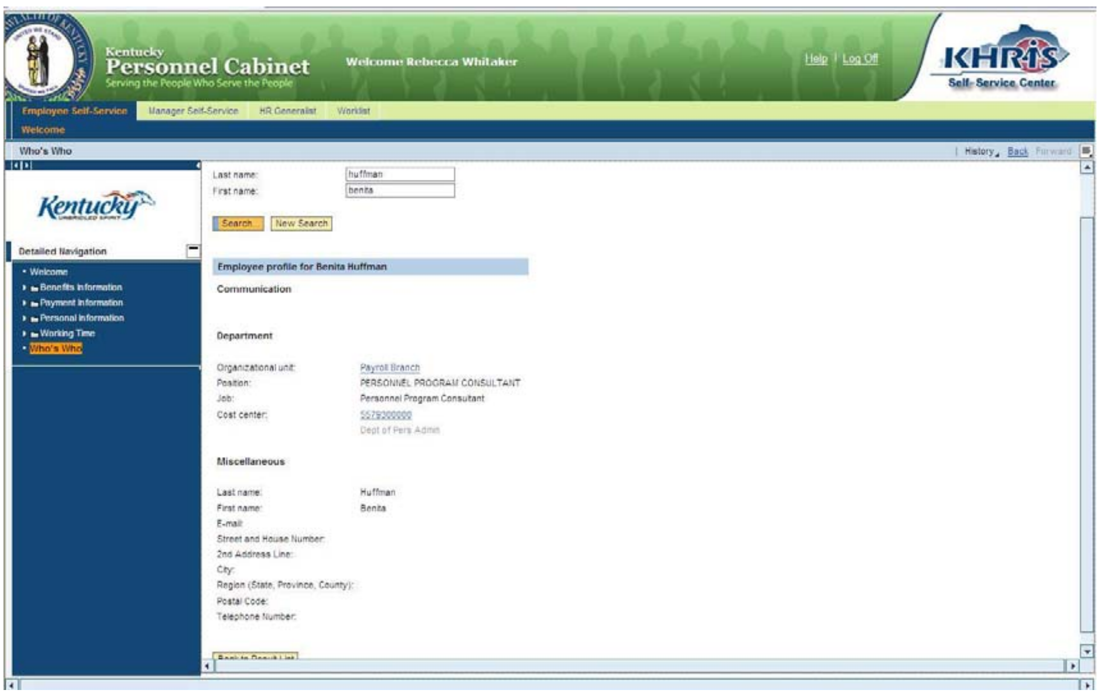
Time Statement:



This statement will show all time worked, leave accruals/usages/balance, and any adverse weather leave. Like the salary statement, you will be able to save, print and refer back to old statements.

Who's Who:



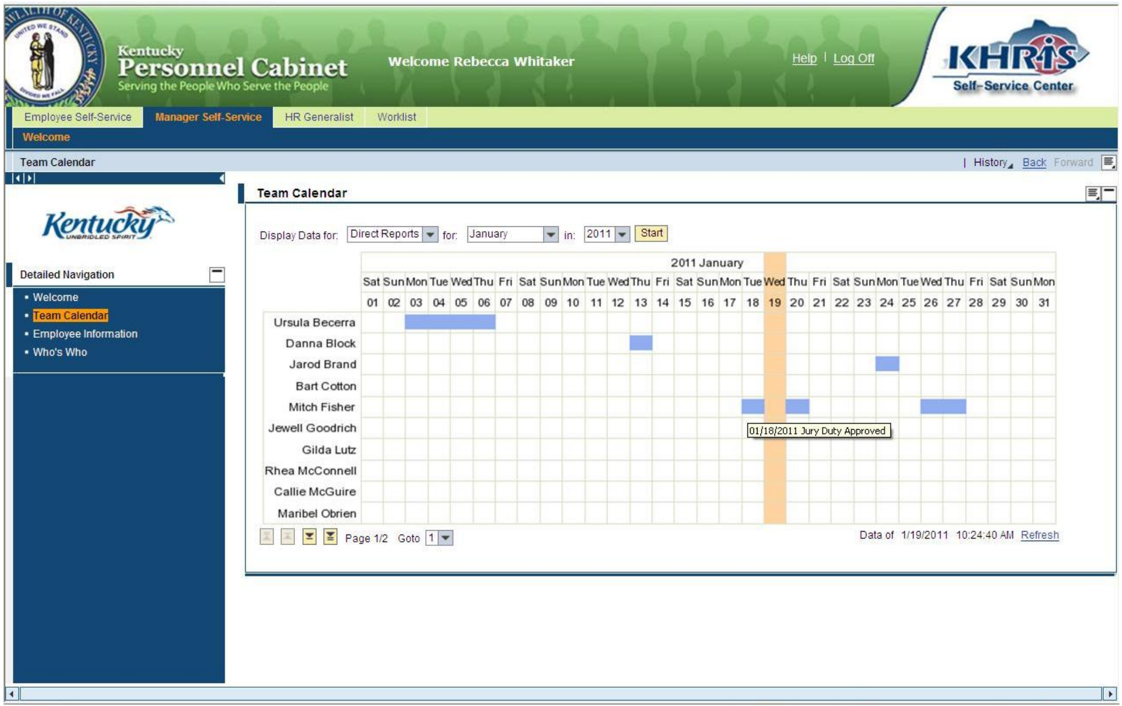


This tool is similar to Global but will show all employees currently in KHRIS. An employee search will return their name, a link to their email, their agency and job title as well as their work address and phone number. You can also do an advanced search to search by agency or job title.

Manager Self-Service:

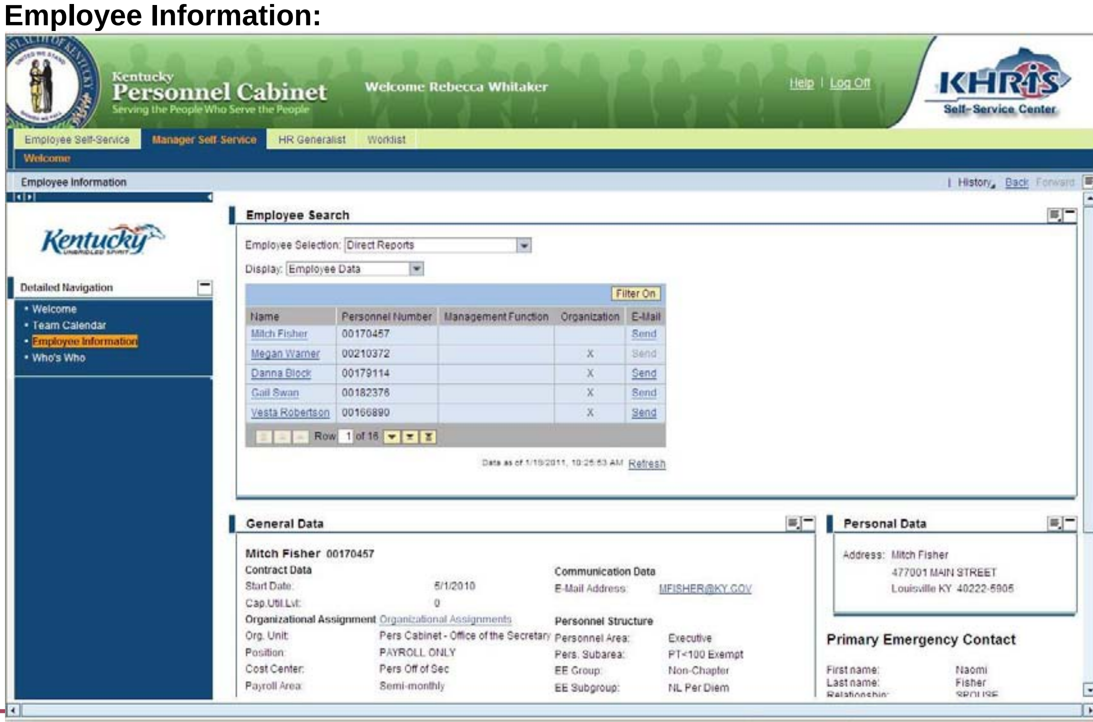
The initial welcome screen is a replica of the management screen on the Personnel Cabinet's website. It offers a list of useful management resources. The three available MSS functions are listed on the left side of the screen.

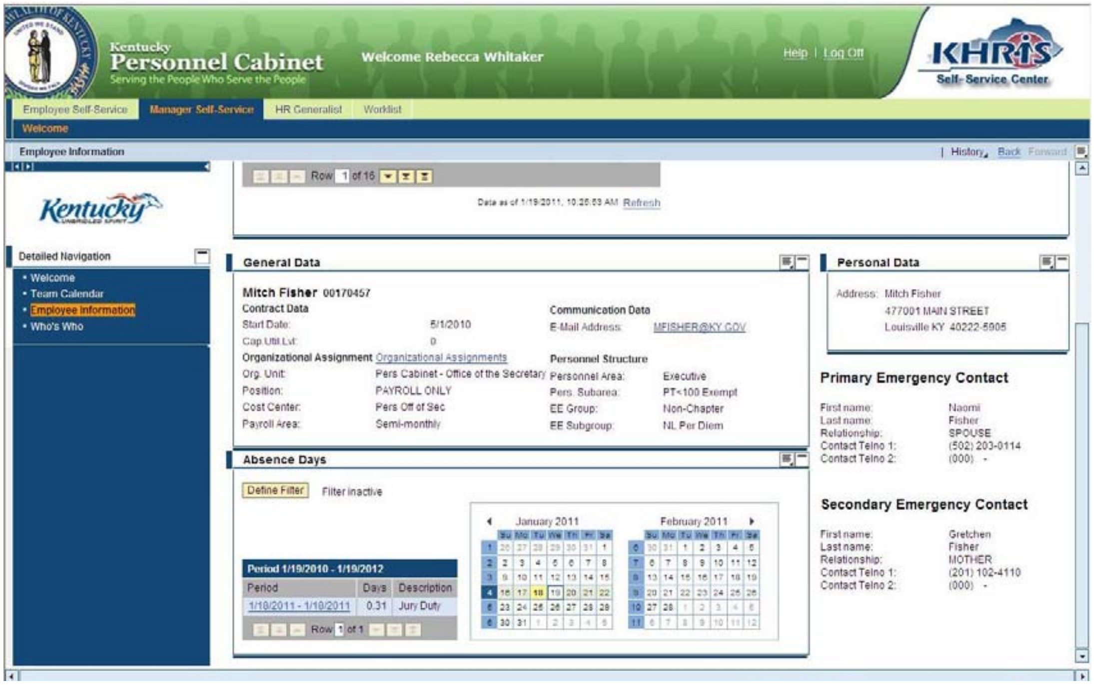
Team Calendar:



This calendar allows you to view either your direct report employees or your organization, down to three levels. For instance, the commissioner of a department can view their divisions and branches. This will be a useful tool when reviewing leave requests. Approved leave will show on the calendar in color. Move the cursor over a date to show who has been approved for leave.

Employee Information:

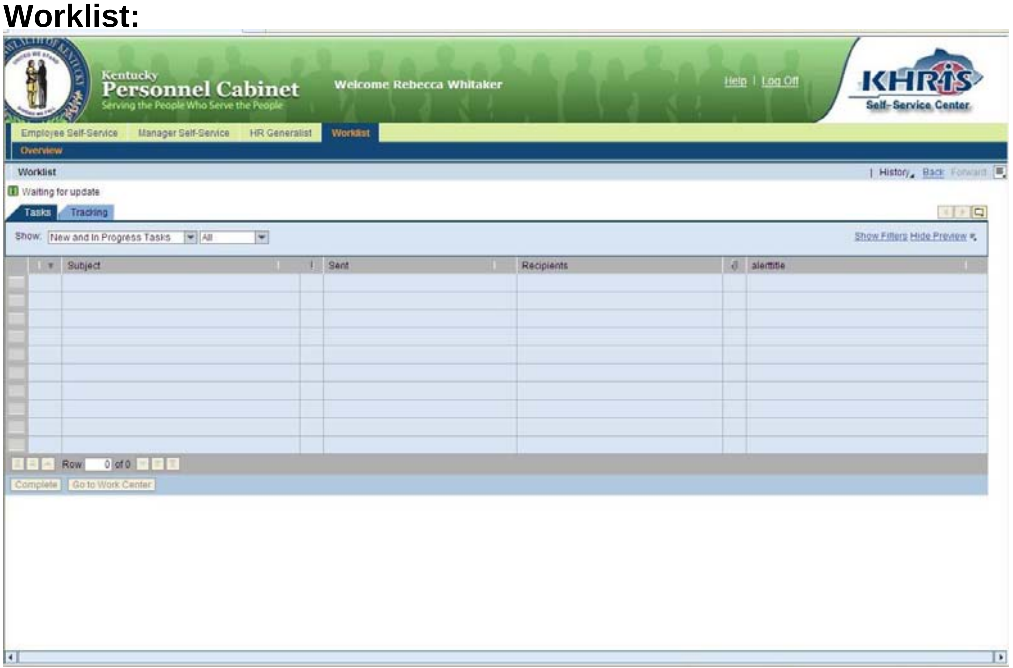




This screen allows viewing of direct report employees, all employees in your organizational unit, or allows you to search for a specific employee. Upon clicking on the link, you'll see a summary table of direct report employees. Select an employee to view their specific information, including start date, organizational unit, salary, work week, absence days, home address and emergency contacts.

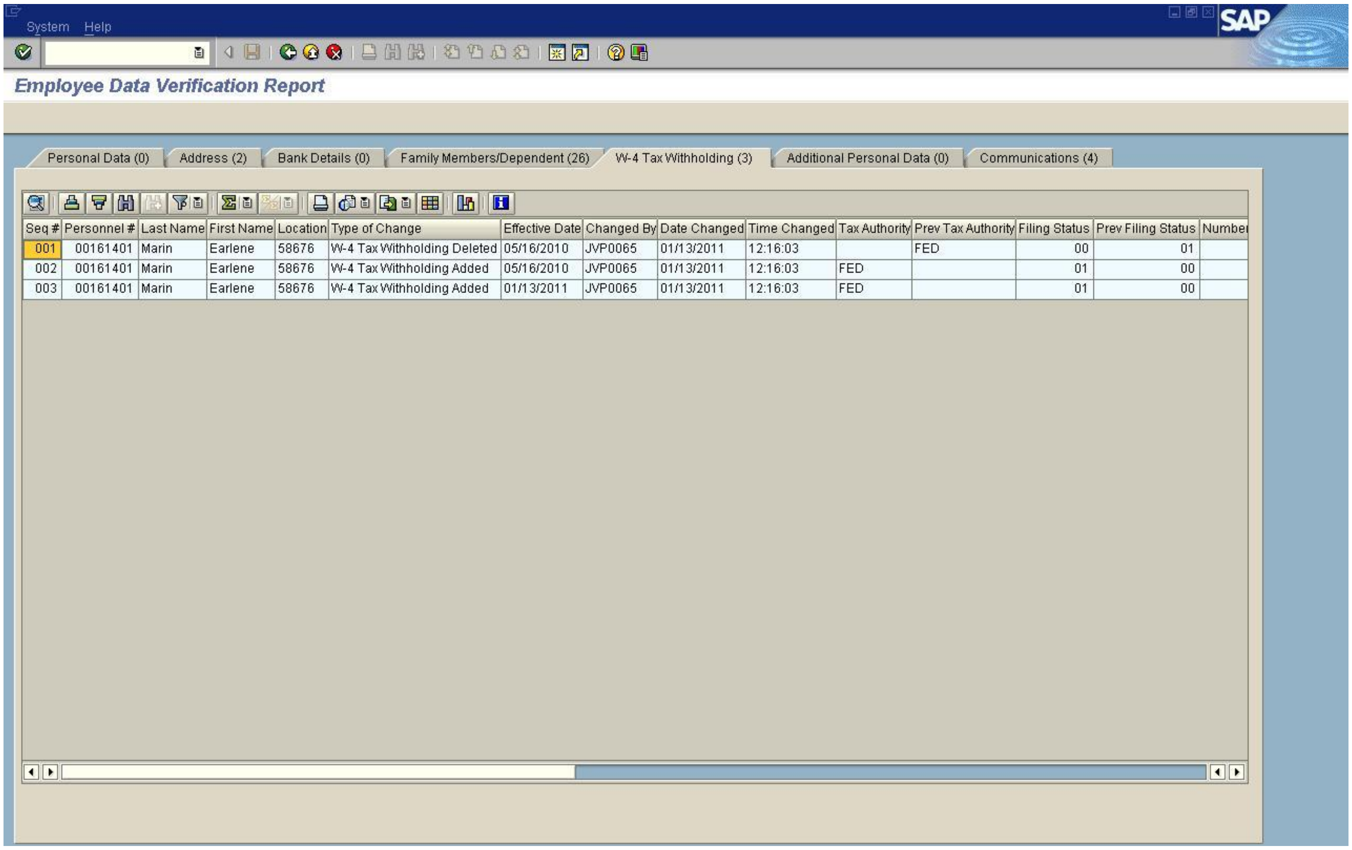
Who's Who: Identical to the who's who page in ESS.

Worklist:



This page contains requests and actions requiring your attention.

ESS Changes Report:



Utilize this report to monitor changes made through ESS.